City of Bellingham
Classification Specification

CLASS TITLE	**Electrical Inspector/Combination Inspector**
DEPARTMENT	**Planning And Community Development**
UNION:	**1937**
SG:	**115/115**
CS:	**Yes**
FLSA:	**Y**
EEO/SOC CODE:	**TE/13-1041**

NATURE OF WORK:

This series performs progressively responsible and complex inspections of new and existing industrial, commercial, multi-family and single-family buildings evaluating electrical systems installations. As additional experience and certifications are gained, this position is also responsible for inspecting building construction; mechanical systems; plumbing systems; to ensure minimum standards exist for fire and life safety; structural integrity and public welfare as well as ensuring compliance with laws, codes and regulations. Reviews construction plans to ensure compliance with the National Electrical Code and related codes, laws and regulations. Investigates compliance complaints. Approves or disapproves the work completed by a contractor or builder and makes recommendations to the contractor for making corrections to meet applicable codes.

DISTINGUISHING CHARACTERISTICS:

Electrical Inspector is the entry journey-level position in the inspector series and is responsible for inspecting projects for compliance with electrical codes. A person hired into this position will receive training in electrical and building inspection and the application of codes. An individual in this position will move to the Combination Inspector level in a non-competitive promotion upon completing 3 years as an Electrical Inspector and obtaining an International Code Council (ICC) Residential and Commercial Electrical (E1&E2), Mechanical (M1&M2), Plumbing Inspector (P1&P2), and Building Inspector (B1&B2) certifications. This classification requires advancement in job knowledge and securing required certifications at specified intervals.

Combination Inspector is an ICC Certified Combination Inspector and a full journey-level position in the electrical inspector series. The Combination Inspector is expected to perform the full range of routine to complex inspections on industrial, commercial and residential projects under construction. This work includes inspection of electrical, building, plumbing and mechanical systems and components. The Combination Inspector performs electrical plan review on construction plans to ensure compliance with the National Electrical Code and related codes, laws and regulations, as well as requirements of the Building, Mechanical, Plumbing and Energy Codes and State and City laws and regulations. They share knowledge and teach necessary skills to co-workers.

Note: A person with the requisite experience, training and certifications may be hired in at the Combination Inspector level.

SUPERVISORY RELATIONSHIPS:

Reports to and receives delegated statutory authority from the Building Official. The Electrical Inspector receives work direction and training from the Combination Inspector. Works independently under the guidance of National Electrical Code, Building, Plumbing and Mechanical Codes and Washington State regulations as well as City and departmental policies, procedures and safety rules.

ESSENTIAL FUNCTIONS:

1. Inspects electrical systems and components in commercial and residential buildings. As experience and applicable certifications are achieved, inspects buildings under construction. Approves or disapproves work observed; issues correction notices; issues stop work orders; generates inspection records to confirm and document that each aspect of construction, alteration or repair complies with applicable codes, regulations, policies and approved plans. Inspections include foundations, reinforcement, framing, structural steel and masonry components, plumbing, mechanical, energy conservation, barrier-free or similar systems, components, appliances, equipment and installations in commercial and residential buildings.

2. Generates records, reports or other documentation in the permit-tracking system regarding inspections, compliance and enforcement activities. May testify in court with regard to code violations and observations.

3. Assists and advises the general public and other agencies in matters related to code requirements and permit procedures.

4. Reviews and corrects building construction plans and specifications and ensures compliance with the National Electrical Code as well as requirements of the Building, Plumbing, Mechanical and Energy Codes and related codes, laws and regulations, as assigned.

5. Investigates and resolves complaints and reports of code violations, work done without the required permits and inspections, or other health, life-safety and nuisance problems. Has authority to stop work on a construction site if code violations are not corrected and makes the final approval of a structure prior to occupancy.

6. Researches information necessary to fully inspect and understand new products, materials and regulations encountered in the inspection process.

ADDITIONAL WORK PERFORMED:

1. Manages projects by using electronic communication systems and automated data management systems as necessary to access, capture and utilize information in the performance of inspection related tasks; collects and reviews special inspection reports from other agencies. May conduct pre-construction conferences with parties involved in complicated projects.

2. Offers suggestions, devises solutions, identifies alternatives, and otherwise aids in the efficient, creative, and helpful application of regulatory intent to a variety of problematic circumstances.

3. Performs other related duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Modern office practices, procedures, and equipment including personal computers and related software such as word processing, spreadsheet programs and relational databases.
- Good working knowledge of construction materials and methods.
- Good working knowledge of applicable codes, regulations and practices.

Skill in:

- Provide excellent customer service to internal and external customers.
- Work with diverse populations.
- Interpersonal skills and sensitivity, assertiveness, stress tolerance, and composure to function effectively in stressful and/or confrontational situations.
- Planning, organizing, problem solving, time management and decision making.
- Good oral and written communication skills.

Ability to:

- Ability to communicate effectively and provide clear, concise explanations of procedures and regulations and to deal with the public using courtesy, empathy and tact.
- Ability to interpret plans, specifications and engineering drawings and compare them to construction in progress.
- Ability to utilize computerized permit management resources and other office equipment.
- Ability to exercise good judgment and to tactfully resolve problems with citizens, staff, and others with whom inspectors interact including professional clientele and government agencies.
- Ability to handle several tasks simultaneously and to meet deadlines while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Ability to work independently in carrying out position responsibilities.
- Ability to prepare, route, maintain, update and otherwise provide complete, accurate records as required by the inspection process and other code enforcement activities.
- Ability and knowledge to conduct inspection duties in accordance with commonly established safety practices and policies.
- Ability to multi-task and manage multiple deadlines.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physically perform the essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Mobility necessary to safely move about construction sites and stand, sit, or bend in awkward positions;

- Lift and carry objects up to forty (40) pounds.

WORKING ENVIRONMENT:

Work is shared between office and field environments in a frequently stressful atmosphere. Office work is performed at the public counter or in an office setting, using computers, phones and other office equipment. Field work is performed at construction sites in various states of completion, requiring standard safety practices including safety shoes and hard hats. Construction projects frequently require climbing ladders, construction stairs, scaffolding and steep sites. Access to under-floor areas and attic spaces require bending, kneeling and crawling. Lighting may be limited, movement may be restricted, loud noises may be present, and terrain may be rugged. Sites may be wet and slippery. All weather conditions should be expected. Inspectors should expect to enter and exit their vehicle many times each day. May involve lifting and carrying paper files, large rolls of plans, or boxes of records.

EXPERIENCE AND TRAINING REQUIREMENTS:

ELECTRICAL INSPECTOR :
- High school graduation or equivalency (GED).
- Four years of experience as a journey-level electrician or equivalent experience as defined by RCW 19.28.321.
- Possess and maintain a journey-level electrician license (or temporary license) issued by the State of Washington.
- Experience and/or training as an electrical inspector with a municipality preferred.
- Must secure and maintain International Code Council Residential Electrical Inspector (E1) Certification within one year of hire
- Must secure and maintain International Code Council Commercial Electrical Inspector (E2) Certification within two years of hire
- Must secure and maintain International Code Council Residential and Commercial Mechanical Inspector Certification (M1 & M2) within three years of hire.
- Must secure and maintain International Code Council Residential and Commercial Plumbing Inspector (P1 & P2) or International Association of Plumbing and Mechanical Officials (IAPMO) Uniform Plumbing Code (UPC) Plumbing Inspector Certification within four years of hire.
- Must secure and maintain International Code Council Residential and Commercial Building Inspector Certification (B1 & B2) within five years of hire.

COMBINATION INSPECTOR :
- High school graduation or equivalency (GED).
- Four years of experience as a journey-level electrician or equivalent experience as defined by RCW 19.28.321.
- Possess and maintain a journey-level electrician license (or temporary license) issued by the State of Washington.
- Three years of experience as an Electrical Inspector with the City of Bellingham or an equivalent position with another jurisdiction subsequent to obtaining ICC Residential Electrical Inspector (E1) Certification.(ex: an incumbent Electrical Inspector who obtains

ICC Residential Electrical Inspector (E1) Certification within six months of hire into the position would be eligible for promotion to the Combination Inspector level within three years and six months provided the certifications required at the Combination Inspector level are obtained)

- ICC Residential and Commercial Electrical Inspector (E1 and E2) certification
- ICC Residential and Commercial Building Inspector (B1 and B2) certification,
- ICC Residential and Commercial Mechanical Inspector (M1 and M2) certification and International Association of Plumbing and Mechanical Officials (IAPMO) Uniform Plumbing Code (UPC) Plumbing Inspector Certification or ICC Residential and Commercial Plumbing Inspector (P1 and P2) certification.
- Other recognized certifications from ICC, Washington Association of Building Officials (WABO), National Fire Protection Association (NFPA), etc., preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license at time of hire and good driving record. A three-year driving record abstract must be submitted at time of hire.
- Failure to secure required certifications or skill standards within established time limits will result in dismissal.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.

PREPARED BY: Preston Burris
Steve Mahaffey
12/97

John Asmundson
Preston Burris
Ruth Miller
Lorna Klemanski
11/05

John Asmundson
Preston Burris
Lorna Klemanski
5/06

REVISED BY: A. Sullivan
3/13
A. Sullivan
11/24

REVIEWED BY:
Blake Lyon, Director
Planning and Community Development

COMMISSION ADOPTION: November 13, 2024